

## How to **PRINT MAPS** or **IMAGES** from the Internet

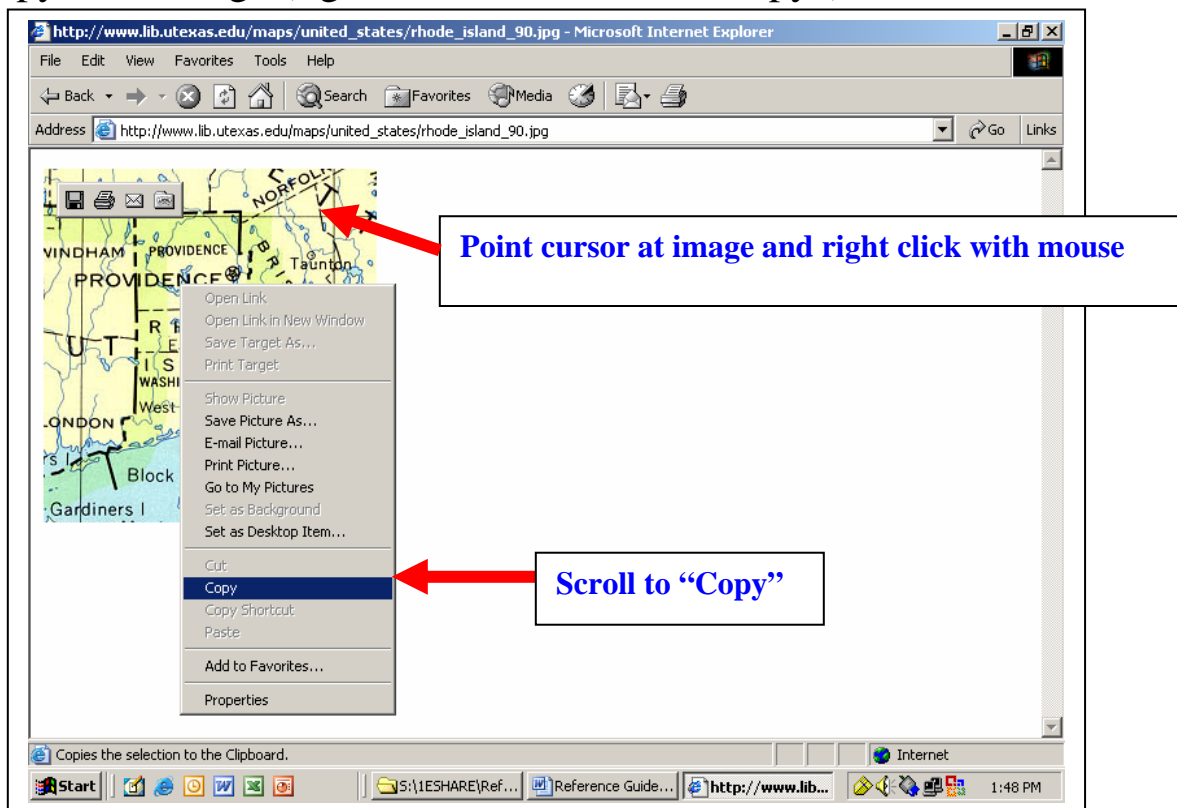
### PART I: ACCESS IMAGE

A. Locate desired map or image from chosen Internet site.

#### SUGGESTED MAP AND IMAGE SITES:

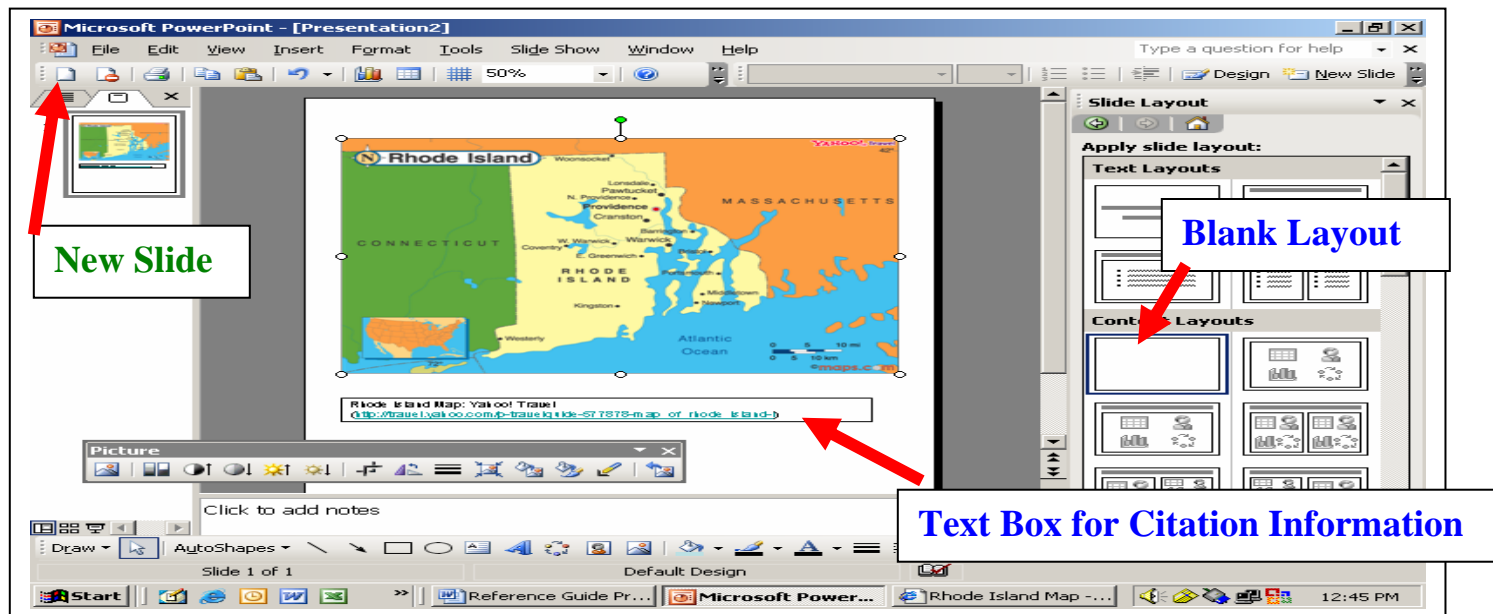
- [www.google.com/images](http://www.google.com/images)
- [Perry-Castaneda Library Map Collection](#): from the General Libraries, University of Texas at Austin
- Additional map/chart sites are available on the [NWC Library Homepage: Reference Tools](#) web page

B. Copy/Save image (right click and scroll to “Copy”)



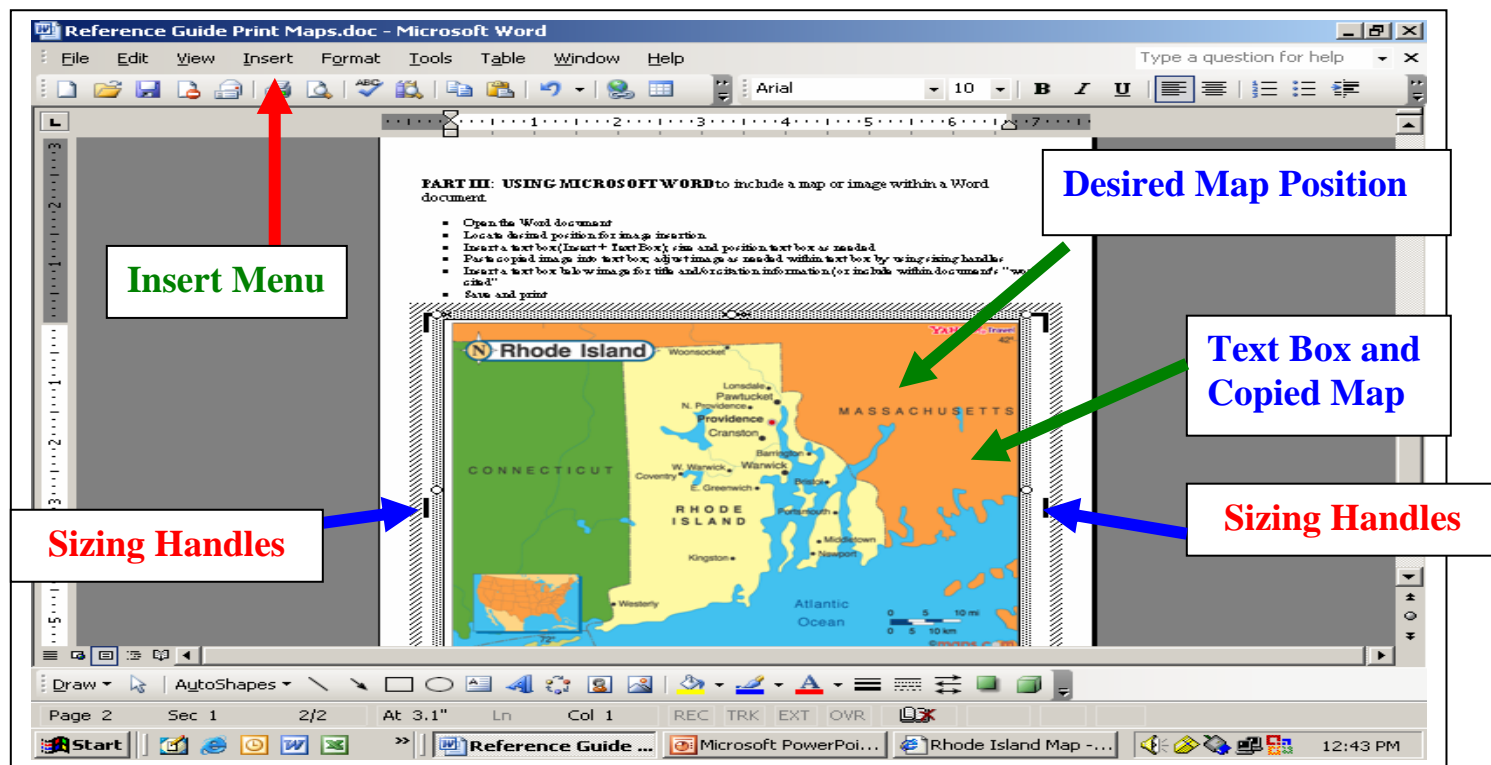
### PART II: USING MICROSOFT POWERPOINT

- START / Programs / Microsoft Office / Microsoft PowerPoint 2003
- File / New / Blank Layout
- Adjust slide orientation using File/ Page Setup/ Orientation/ Slides; choose portrait or landscape as needed .
- Paste copied image into blank slide (right click and scroll to “paste”).
- Adjust map size as needed using sizing handles.
- Insert a text box above or below image and type or cut and paste map/image citation information.
- Save and print.



## PART III: USING MICROSOFT WORD

- Open the Word document.
- Locate desired position for image insertion.
- Insert a text box (Insert / Text Box); size and position text box as needed.
- Paste copied image into text box; adjust image as needed within text box by using sizing handles.
- Insert a text box below image for title and/or citation information (or include within “works cited” page).
- Save and print.



Please see a Reference Librarian for further assistance.